

**DUTY STATEMENT**

CEC-004 (Revised 04/07)

CALIFORNIA ENERGY COMMISSION



<b>Classification:</b> Staff Information Systems Analyst (Specialist)	<b>Position No.</b> 2100-1312-xxx
<b>CBID:</b> R01	<b>Office:</b> Information Technology Services Branch, Project Management Office
<b>Date Prepared:</b> May 2015	<b>Division:</b> Administrative Services
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the general supervision of the Project Management Office (PMO) Supervisor, the incumbent serves primarily as an Information Technology Project Leader on complex information technology systems. The incumbent demonstrates a high level of organization skills to plan and lead multiple concurrent activities in a timely manner. The incumbent exhibits flexibility in being able to respond to shifting priorities and unanticipated work activities.

**WORKING CONDITIONS:**

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking.

**DUTIES AND RESPONSIBILITIES:**

The incumbent is expected to understand internal and external project development, reporting and contracting processes. The incumbent must have a thorough understanding of project management tools and methodologies. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment.

- 50% Project Management – Lead IT projects from the concept through implementation stages including oversight and communication. Create and maintain project plans in line with PMO standards and IT Governance activities. Coordinate development activities with the Application Development Office (ADO). Conduct project meetings with teams including Energy Commission program area staff, technical staff and other participants. Work with Energy Commission staff and project stakeholders to gather and organize requirements (e.g., business, functional, system) to eliminate ambiguity. Work with technical staff to develop appropriate solutions. Communicate project status updates and provide reports as necessary. (E)
- 20% Master Project Plan (MPP) – Participate in the Master Project Plan (MPP) initiative that aggregates project schedules for all IT projects to provide an overview of planned activities and workload for all ITSB staff. Attend weekly MPP review meetings. Provide schedule and resource updates for the MPP. Participate in the discussion and adjustments of IT project and activity schedules and resources. (E)

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- 20% IT Governance – Participate in the IT Governance initiative that seeks to identify IT-related Energy Commission activities to allow ITSB to plan resources and inform management of issues. Act as the IT Project Lead for one or more business Divisions. Gather and update information about the Divisions' IT-related projects. Process application/database change requests from users through the Work Tracking System including evaluating and reassigning tasks. Coordinate status reports and other activity needed related to the CA Technology Agency. (E)
- 5% Perform complex analytical studies and activities on complex info technology systems projects. Participate in writing various project-related documents including Request For Offers and Feasibility Study Reports. Evaluate business problems and write issue papers to summarize the situation and possible solutions to explore. (E)
- 5% Perform other duties consistent with the classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="text-align: right;">/</div> <div style="display: flex; justify-content: space-between;"> <span><b>Vacant</b></span> <span><b>Date</b></span> </div> <div><b>Employee</b></div>	<div style="text-align: right;">/</div> <div style="display: flex; justify-content: space-between;"> <span><b>Dennis Yagen</b></span> <span><b>Date</b></span> </div> <div><b>Supervisor</b></div>